



Nevada Department of Transportation
Traffic Operations (TO)



Attachment A

Nevada Shared Radio System (NSRS)

Governance Structure

For the Integrated Land Mobile Radio System

January 4, 2017

Nevada Department of Transportation
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Table of Contents

1. Purpose.....	4
2. Authority and Structure	4
3. Responsibilities of the Board.....	5
4. Responsibility of the System Administrator	5
5. Selection of the System Administrator	6
6. Responsibilities of the Technical Advisory Committee	7
7. Responsibilities for the User Group	7

List of Tables

Table 1: List of Commonly Used Abbreviations, Acronyms, and Definitions	3
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List of Tables

Figure 1: Governance Structure	4
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Table 1: List of Commonly Used Abbreviations, Acronyms, and Definitions

Item	Description
Board	Governance Board
NDOT	Nevada Department of Transportation
NVE	NV Energy
WC	Washoe County
LMR	Land Mobile Radio
NSRS	Nevada Shared Radio System
SA	System Administrator is appointed by the Governing Board
SIO	System Infrastructure Owner is a party to the NSRS Contract and a member of the NSRS that has significant infrastructure
SLA	Service Level Agreement
SSA	Sub-System Administrator acts on behalf of each SIO to approve and implement changes within its system
TAC	Technical Advisory Committee
UG	User Group

GOVERNANCE STRUCTURE

1. PURPOSE

- 1.1. To govern and administer the affairs of the Nevada Shared Radio System (“NSRS”).

2. AUTHORITY AND STRUCTURE

- 2.1. The NSRS Governance Board (the “Board”) represents the three system owners: (i) State of Nevada, acting through its Nevada Department of Transportation (“NDOT”); (ii) Nevada Power Company and Sierra Pacific Power Company collectively dba NV Energy (“NVE”); and (iii) Washoe County (“WC”), each of which own, operate, and maintain, in cooperation with each other, the NSRS. The system owners are collectively known as the System Infrastructure Owners (“SIOs”) and each individually as System Infrastructure Owner (“SIO”).

- 2.1.1. Each system owner also has sub-agencies who use the NSRS on a day-to-day basis (the “Users”).

- 2.2. The Board is charged with the authority and responsibility for the approval of new SIOs and to govern the affairs of the NSRS, including oversight of: (i) the System Administrator (“SA”); (ii) the Technical Advisory Committee (“TAC”); and (iii) User Group(s) (“UG”).

- 2.2.1. The purpose of this document is to establish the organizational structure and procedures of the Board, the System Administrator, TAC, and the Users as well as to clarify the authority and purpose for this Board.

- 2.2.2. All matters brought before the Board requiring a decision shall be resolved by majority vote of its voting members.

- 2.3. An organizational chart of the Governance Board, the Technical Advisory Committee, the System Administrator, and the Users is depicted below (**Figure 1: Governance Structure**).

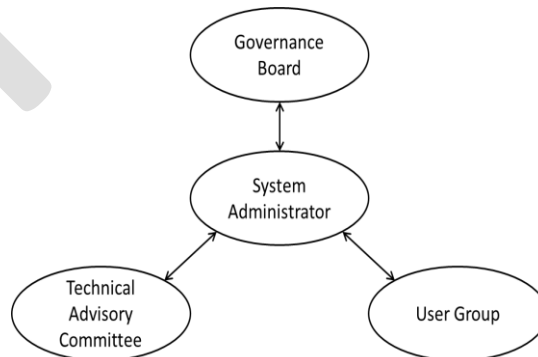


Figure 1: Governance Structure

3. **RESPONSIBILITIES OF THE BOARD**

3.1. Duties

- 3.1.1. Establish and maintain LMR system policies and procedures to ensure successful operation of the NSRS and the Governance Board.
- 3.1.2. Develop an annual NSRS budget for System Administrator support.
- 3.1.3. Appoint a System Administrator.
- 3.1.4. Establish the responsibilities of the System Administrator.
- 3.1.5. Establish the required staffing levels necessary for system administration.
- 3.1.6. Authority to create committees necessary to fulfill the mission of the NSRS.
- 3.1.7. The Board shall meet quarterly and at other times as determined by the Board.
- 3.1.8. The actions of the Board must be performed in an open meeting with a quorum of its members present.
 - 3.1.8.1. No action by the Board may be taken without a quorum present.
 - 3.1.8.2. No action may be taken on any matter that is not listed on the agenda for the meeting being conducted.
 - 3.1.8.3. A quorum of the Board shall consist of the presence of one voting member from each of the three (3) SIOs.
- 3.1.9. Comply with Nevada Open Meeting Law.

3.2. Members of the Board

- 3.2.1. This Board shall consist of one (1) voting representative from each SIO.
- 3.2.2. Each Board Member shall have decision making and funding authority for its SIO.
- 3.2.3. Each SIO shall appoint its member in writing to the Board.
- 3.2.4. Each SIO shall appoint a proxy that complies with **Section 3.2.2.**, and **Section 3.2.3.**

4. **RESPONSIBILITY OF THE SYSTEM ADMINISTRATOR**

4.1. Duties

- 4.1.1. Report directly to the Board.
- 4.1.2. Draft and review policies and procedures for submittal to the Board.
- 4.1.3. Draft the annual budget for system administration for submittal to the Board.
- 4.1.4. Provide an administrative report at each Board meeting or as established in the Board's policies and procedures.
- 4.1.5. Responsible for administering day-to-day operations of the entire NSRS.
- 4.1.6. Long-term system planning, upgrades, and expenditures to be submitted to the Board for its approval.
- 4.1.7. Act as a single point of contact for NSRS.
- 4.1.8. Act as a non-voting facilitator for the TAC, UG, and Board meetings.
- 4.1.9. Establish UG structure, roles, and responsibilities.
- 4.1.10. Coordinate billing between members.
- 4.1.11. Coordinate the sharing of assets and inventory between the SIOs.
- 4.1.12. Maintain a list of approved vendor equipment.
- 4.1.13. Maintain shared documents, meeting agendas, meeting minutes, system updates, and work orders on a central repository accessible by all members for all NSRS meetings.
- 4.1.14. Conduct statewide, real-time system monitoring for status and alarm conditions.
- 4.1.15. Coordinate with the Sub-System Administrators (SSA) for the resolution of system or network operational issues.
- 4.1.16. Promote and provide education regarding the NSRS Land Mobile Radio (LMR) system.
- 4.1.17. Other duties as directed by the Board.

5. **SELECTION OF THE SYSTEM ADMINISTRATOR**

- 5.1. The TAC will work together in good faith to create a Statement of Work for the System Administrator role (the "SA SOW") The TAC will start developing the SOW once this agreement has been fully executed.
- 5.2. The TAC must unanimously approve the SA SOW. Any disputes will be resolved in accordance with this Governance Structure.

- 5.3. Once the SA SOW is finalized, NDOT will administer a Request for Proposal (“SA RFP”) for the SA position. The SA RFP will include a requirement that the SA have experience with LMR systems. The TAC will evaluate the Proposals received in response to the SA RFP and unanimously agree on the recommendation of the winning proposer. The TAC will forward its recommendation to the Governance Board for its approval. Any disputes will be resolved in accordance with this Governance Structure.

6. **RESPONSIBILITIES OF THE TECHNICAL ADVISORY COMMITTEE**

6.1. Duties

- 6.1.1. Review, approve, and resolve technical issues related to the NSRS.
- 6.1.2. Recommend system upgrades and enhancement to the Board per the governance policy.
- 6.1.3. Review UG requests for enhancements and provide recommendations to the Board.
- 6.1.4. All matters brought before the TAC requiring a decision shall be resolved by majority vote of its members.
- 6.1.5. The TAC will meet quarterly or as its members deem necessary.

6.2. Voting Members of the TAC

- 6.2.1. Each SIO shall appoint its TAC members in writing to the SA.
- 6.2.2. Only one (1) TAC member from each SIO shall have voting authority.
- 6.2.3. If the TAC voting member is temporarily unavailable to attend a meeting of the TAC, the SIO shall appoint a proxy that complies with **Section 6.1**

6.3. Non-Voting Attendees

- 6.3.1. TAC members may bring Subject Matter Experts (SME) to meetings.

7. **RESPONSIBILITIES FOR THE USER GROUP**

- 7.1. The UG shall follow established Board governance policies and procedures.
- 7.2. The UG submits recommendations or requests to the TAC.